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UNITED STATES
DEPARTMENT OF AGRICULTURE
LIBRARY



BOOK NUMBER

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UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON 25, D. C.

LOANS TO LOCAL LIBRARIES

Publications in the collection of the U. S. Department of Agriculture Library will be made available for loan to other libraries in the Washington, D. C. area in accordance with the following:

Method of Requesting:

1. Borrowing libraries will submit requests in writing or in person by a member of the borrowing library's staff.
2. Loans will be requested by telephone only in cases of emergency. Telephone: REpublic 7-4142 (code 161), Ext. 3434.
3. An individual may borrow material only upon presentation of an authorizing letter, in duplicate, from his library. The borrowed material will be charged on an interlibrary loan basis to the library serving the individual. This library accepts "blanket" letters for the convenience of those individuals who desire to make a selection after examining the available material.
4. Since it is necessary for this library to prepare a Form AD-245 (Library Request slip) for each request submitted, service would be speeded up if the requesting library would furnish same in making the request. This form could be used in lieu of the request letter, if desired. This library will furnish supplies of this form upon request.

Citations:

1. Citations should be complete, especially in cases of periodical requests.
2. Borrowing libraries should verify references before requesting loans. This library will not verify incorrect references unless the borrowing library has exhausted its bibliographic resources, in which case notation to that effect, and summary of sources searched, should be furnished by borrowing library.

Loanable Material:

1. Borrowing libraries should request from this library only material not generally available elsewhere in the area. Issuances of another federal agency should be requested from the library serving that particular agency, and requests for such material should be directed to this library only when the source-agency library is unable to supply.
2. Material in the following categories is not generally available for loan:
 - a. Foreign statistical publications (Classes 253 - 273).
 - b. Rare books.
 - c. Publications in the reference collection.

- d. Reserve material.
- e. Long runs of unbound periodicals.
- 3. Borrowing libraries are invited to purchase microfilm or photoprint in lieu of loan insofar as possible.

Loan Period:

- 1. Separates and bound serials are loaned for one month.
- 2. Single periodical issues are loaned for one week.
- 3. Renewals will be considered if request for renewal is received on or before due date.

Reserves:

- 1. Material out on loan, in use, or at the bindery, will not be reserved for other libraries.
- 2. Requests for material previously reported out or at the bindery will be accepted on a first-time basis.

Recalls:

- 1. Publications loaned to other libraries are subject to immediate recall when needed by this library.
- 2. Material so recalled must be returned within 24 hours.

Delivery:

- 1. Loans will be mailed to libraries served by Official Mail and Messenger Service.
- 2. All other libraries will pick up and return material by messenger. Exceptions will be made in certain circumstances.

Returns:

- 1. Material is considered overdue if received in this library after the due date stamped on the Due Slip inserted in the publication.
- 2. Continued disregard by a borrowing library of the due date may result in cancellation of borrowing privileges until records are satisfactorily cleared.

Replacements:

Borrowing libraries should replace borrowed material if:

- 1. Mutilated while on loan.
- 2. Lost while in use in borrowing agency.
- 3. Lost in transit.

March 26, 1956





